



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA  
INDIAN HEALTH SERVICE**

**RE - ANNOUNCEMENT**

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



**VACANCY ANNOUNCEMENT**

KA-06-28A

**OPENING DATE**

09-11-06

**CLOSING DATE**

09-29-06

**POSITION**

Secretary (OA)

**LOCATION AND DUTY STATION**

PHS Indian Health Service, Kayenta, AZ  
Clinical Services Department

**GRADE/SALARY**

GS-318-05, \$28,349 - \$36,856 Per Annum

**NUMBER OF VACANCIES**

One Vacancy (PCN: 7547-16)

***THIS POSITION IS RE-ANNOUNCED TO SOLICIT ADDITIONAL APPLICANTS. ALL THOSE WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY BUT CHANGES TO THEIR APPLICATION OR SUBMISSION OF ADDITIONAL DOCUMENTS ARE TO BE COMPLETED BY THE CLOSING DATE.***

**APPOINTMENT**

✓ PERMANENT

**WORK SCHEDULE**

✓ FULL TIME

**AREA OF CONSIDERATION**

✓ COMMUTING AREA

**SUPERVISORY/MANAGERIAL**

✓ NO

**PROMOTION POTENTIAL**

✓ NO KNOWN POTENTIAL

**HOUSING**

✓ PRIVATE HOUSING ONLY

**TRAVEL/MOVING**

✓ NO EXPENSES PAID

**DUTIES:** Incumbent serves as a secretary to the Emergency Room Director, Emergency Room SCN, Lead Clinical Nurses and Emergency Room Department staff of the Kayenta PHS Health Center. The purpose of this position is to provide the full range of clerical administrative support and office duties. Duties include maintaining and scheduling appointments for the Emergency Room Department staff, arranges travel, processes reimbursement for travel, processes all requisitions, composes correspondence and screens calls and correspondences. Ensures that all credentials for staff are kept current with healthcare regulations by tracking and assuring compliance with regulatory standards such as JCAHO, CLIA, OSHA and Board of Nursing and Medical Board. Ensures that organizations policies/procedures, mission statement and philosophy are kept current and in accordance with IHS requirements.

Receives and directs all visitors and phone calls for the Emergency Room staff. Establishes, organizes and maintains subject matter files. Prepares agenda items and meeting minutes for department meetings. Serves as the timekeeper for the Emergency Room Department staff. May perform the same function in the absences of the OPD Secretary. Develops and maintains record of all existing vacancies and prepares position report in a timely manner. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

**BASIC QUALIFICATIONS:** Candidates must have 52 weeks of specialized experience equivalent to the GS-04 level to qualify for the GS-05 level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience that will be considered creditable are: providing administrative support, office management, etc. Experience such as performing technical duties involving computer data input; clerical office processes, preparing and maintaining time and attendance, and initiating and maintaining follow-up control system for travel arrangements.



**PROFICIENCY REQUIREMENTS:** In addition to meeting experience or education requirements, applicants must present evidence of typing proficiency of typing speed of 40 WPM on a 5-minute sample with three or fewer errors. Acceptable evidence is a certificate of proficiency from a school or other organization authorized to issue such certificates. Certificates must not be over three (3) years old. This agency does not accept self-certifications. For current or former (who left within three years) Navajo Area IHS employees, you may attach a copy of your latest SF-50 which indicates (Typing) or (Office Automation) next to your position title.

For applicants from other Federal agencies, this agency (Navajo Area Indian Health Service and Bureau of Indian Affairs) requires that you provide a certificate of typing proficiency; the SF-50 is not acceptable proof of proficiency. **A TYPING PROFICIENCY CERTIFICATE MUST BE ATTACHED TO YOUR APPLICATION.**

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** GS-05: Successful completion of four (4) years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

**SELECTIVE PLACEMENT FACTOR:** None.

**TIME-IN-GRADE REQUIREMENTS:** A candidate may be advanced to a position in grade GS-5 or below if: (1) The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or (2) he/she met the above restriction for advancement of the grade of the position to be filled, at any time in the past; or (3) he/she previously held a position to be filled, at any time under any type of appointment.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after competitive appointment, time-in-grade and qualification requirements by the closing date of the vacancy announcement.

**CONDITION OF EMPLOYMENT:** Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Note:** Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-318, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Human Resources Office.

### **WHO MAY APPLY**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service connected disability).

**VETERANS:** Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

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**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
    - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
      1. Received a special RIF separation notice; or
      2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      3. Retired with a disability and whose disability annuity has been or is being terminated; or
      4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
      5. Retired under the discontinued service retirement option; or
      6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
    - OR
    - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
  2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.
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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to Plan, Work Under Pressure, Set Priorities and Work Independently.
2. Knowledge of English Grammar, Spelling and Punctuation.
3. Ability to Meet, Deal and Communicate Orally With a Variety of Individuals.
4. Knowledge and Skill in the Operation of Computers, Office Machines and Various Software.
5. Ability to Organize and Keep Records, Manuals and Files.

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SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

**NOTE: "Declaration for Federal Employment" (OF-306, Revised January 2001) plus the Addendum "Child Care & Indian Child Care Worker Positions," must both be completed and submitted with original signature to determine your**

suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding “yes” to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

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**HOW AND WHERE TO APPLY:** All applicants must submit **ONE** of the following to the Kayenta PHS Indian Health Center, Human Resource Office, P. O. Box 368, Kayenta, Arizona 86033, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT:**

- OF-612, Optional Application for Federal Employment; or,
- \*Resume; or,
- \*Other written application format.

**FOR MORE INFORMATION CONTACT:** Melissa Stanley, Human Resources Specialist, (928) 697-4236.

**All applicants claiming Indian Preference MUST submit a copy of an official Bureau of Indian Affairs Verification of Indian Preference for Employment in BIA or IHS, Form 4432,** (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference,** or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. **Navajo Area Indian Health service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.**

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10-point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned).
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION**  
**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX.**

**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian Preference, education, training, and/or experience.

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than this, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

<u>/s/Melissa Stanley, HR Specialist</u>	<u>September 11, 2006</u>
PERSONNEL CLEARANCE	DATE

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EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **KA-06-28A**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

**SUPPLEMENTAL QUESTIONNAIRE**  
**Secretary (OA), GS-318-05**

1. ABILITY TO PLAN, WORK UNDER PRESSURE, SET PRIORITIES AND WORK INDEPENDENTLY. This includes the ability to function effectively under pressure of time and/or handling several tasks at once by efficiently planning, working under pressure, properly determining priorities while working independently. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. KNOWLEDGE OF ENGLISH GRAMMAR, SPELLING AND PUNCTUATION. The person in this position must be able to recognize and make proper use of the English language, including spelling, punctuation and grammar. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO MEET, DEAL AND COMMUNICATE ORALLY WITH A VARIETY OF INDIVIDUALS. This is the ability to establish and maintain positive interpersonal relationships by utilizing tact, sensitivity and mature judgment with a variety of individuals; ability to express oneself orally to provide or obtain information. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. KNOWLEDGE AND SKILL IN THE OPERATION OF COMPUTERS, OTHER OFFICE MACHINES AND VARIOUS SOFTWARE. The person in this position must possess this knowledge and skill to accomplish the assignments of the office. Specific knowledge and competence with IBM-compatible PC's including knowledge of various software i.e., Microsoft Word, ARMS, spreadsheets, etc. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO ORGANIZE AND KEEP RECORDS, MANUALS AND FILES. This is the ability to maintain and assemble a wide variety of files, records and correspondences into an effective system of records. This include the ability to locate case files, correspondence or any paper relating to the work of the office. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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#### CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant

Date